

Minutes of the third meeting of CLOEMC III Project
"COMMON LEARNING OUTCOMES FOR EUROPEAN MANAGERS IN CONSTRUCTION"
8 / 9 October 2012, Chartered Institute of Building (CIOB)

Participants: - Paweł Nowak (WUT)- Andrzej Minasowicz (PSMB)- Saleem Akram (CIOB)- Guy Dieltjens (KEMP)- Davy Stroobants (KEMP)- Daniel Schmitz (DARM)- Kevin Sheridan (AEEBC)- Vanessa Motzko (DARM)- Peter Nowak (CIOB)- Arnab Murkherjee (CIOB)- Malcolm Thomas (AEEBC), Jose Teixeira (UMINHO)

Schedule of the meeting attached.

Partners were welcome by Director Saleem Akram, CIOB and Paweł Nowak – Promoter of the project.

Paul Nowak summarized questionnaire on the manuals contents results and presented final conspectuses of the manuals. Table of contents plus 3-5 pages of introduction with an explanation what will be in the book – these materials were used for testing the manuals' outlines.

Presentation of the already prepared first drafts of manuals was done. That was underlined that:

- Volume of every manual should be **approximately 100 – 150 pages** of published material,
- Leaders of manuals should write **"Learning outcomes"** when the draft version of book is ready,
- the **division of works between Partners related to relevant chapters** was agreed, as it was stated at the meeting in Darmstadt, no changes in this division apply,
- **pictures and drawings** should be prepared as editable versions (for translations)
- **Co-authors of the relevant manual will "negotiate" the text preparation, WUT personnel will co-ordinate all works**

The following issues regarding the manuals were discussed and agreed:

M14 – DUE-DILIGENCE IN CONSTRUCTION INDUSTRY.

Paul Nowak presented first draft of the texts / contents of the manual.

Chapter three is the most interesting for beneficiaries.

European procedures for due diligence should be mentioned (CIOB)

M15 PSYCHOLOGY AND MOTIVATION

Daniel Schmitz presented first draft of the texts / contents of the manual.

CIOB will send some materials on "DNA" example and CMYA – can be used in case studies chapter.

Stress management issues should be more developed, as the interesting subject for beneficiaries.

Vanessa Motzko presented a draft questionnaire related to the manual (Survey Monkey).

Each Partner will do the questionnaire in their countries with several experts on the subject.

M 16 – ETHICS AND PROFESSIONALISM IN CONSTRUCTION

Daniel Shmitz presented first draft of the texts / contents of the manual.

TTC Leonardo results related to "Multicultural issues" will be send to Daniel Schmitz by Peter Nowak.

CIOB will prepare short version of "Skills Survey" materials from previous research.

"Conflict of interest" should be more developed in the manual (examples, maybe case study)

M17 SUSTAINABILITY IN CONSTRUCTION

Davy Stroobands and Jose Teixeira presented first draft of the texts / contents of the manual.

M18 HEALTH AND SAFETY IN CONSTRUCTION

Paul Nowak presented first draft of the texts / contents of the manual.

Adjust the title to be more interesting – still under consideration.

"Safety first"?

"Safety management in construction"?

"H&S – good practice"?

M19 MANAGING BUILDING PATHOLOGY & MAINTENANCE

Malcolm Thomas presented contents and first draft of the text.

Andrew Minasowicz mentioned that AEEBC should avoid overlaps with previously written manuals (mostly related to risk management). Relevant books from previous CLOEMC projects will be sent to Malcolm Thomas.

Paul Nowak presented layout for **dissemination report**.

INTERIM FINANCIAL REPORT

Interim financial report were discussed, especially for financial point of view. Paul Nowak presented **RULES for reporting and invoices DESCRIPTION (IMPORTANT!). For the interim report all Partners should show projects expenses at the level of 75% of the first project payment, minimum.**

For all SUBCONTRACTING costs, invoices will be supported by agreements with subcontractors.

Paul Nowak will send asap English version of RULES for REPORTING and INVOICES DESCRIPTION

EXCHANGE RATES should be taken from JANUARY 2012 (until further notice) from:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Main currencies of the project:

1 EUR is equal to 0.836 GBP

1 EUR is equal to 4.4411 PLN

Financial rules (page 40 to 50) , maximum salaries (per day) – page 45 and maximum subsistence costs (when travelling) – page 47, are show in „LDV CLOEMC III GUIDE_final.pdf”

TASKS and DEADLINES for the incoming months:

- as much as possible of the texts will be ready for INTERIM REPORT (**January 2013**, to be attached to the interim report),
- final draft of the manuals will be sent to the Promoter, in English, by **30.04.2012**
- **AEEBC** will appoint a person responsible for **financial report by 15.10.2012**
- proposal (names) for **Project Advisory Board Members** will be sent to the Promoter by **22.10.2012**
- comments on first draft of the manuals texts sent to the promoter by **31.10.2012**
- 4th meeting will take place in Portugal, Porto, **21/22 March 2013** – discussion on final drafts
- 5th meeting will take place in Belgium, Kempen, **13/14 June 2013** – discussion on final drafts and testing
- **Dissemination: should be done by every partner throughout the project duration.** Dissemination reports from Partners should be sent to the Promoter by **15.12.2012**
- All partners should make a link from their websites to the website of the project **www.leoardo.il.pw.edu.pl**
- **interim report** covering period of 1.01.2012 – 31.12.2012 should be sent to the Promoter by **15.01.2013 (EXTREMELY IMPORTANT!!! – deadline for the whole partnership is 28th February 2013, when not done on time via internet – project can be cancelled by the Agency!)**

**SCHEDULE OF THE 3rd MEETING OF PARTNERS OF THE LDV PROJECT
“Common Learning Outcomes for European Managers in Construction
III, CLOEMC III”
8th - 9th October 2012,**

CIOB Headquarter, ENGLEMERE, ASCOT, UK,

Monday, 08.10.2012

10:00: Start of meeting and Welcome speech from CIOB

10:05 – 10:30: Project Status – works done up to date, questionnaire results – the Promoter

10:30 – 13:30: first texts of the manuals (M14 - M16) – presentation by representatives of responsible Partners and discussion

13:30 – 14:30: Lunch Break

14:30 – 17:30: first texts of the manuals (M17 - M19) – presentation by representatives of responsible Partners and discussion

18:30: Social gathering of Partners

Tuesday, 09.10.2012

09:00 – 11:00: Detailed schedule of work for the incoming 6 months

11:00 – 11:30: Detailed schedule of future meetings (when/ where / why)

11:30 – 14:00: Any other businesses raised by Partners, remarks on first texts of all manuals, summary of the discussion,

14:00 – 15:00: Lunch Break

15:00: End of the 2nd meeting